



Alabama DEPARTMENT OF ARCHIVES & HISTORY

STATE GOVERNMENT RECORDS RESEARCH INTERNSHIP

The Alabama Department of Archives and History seeks undergraduate and graduate student applicants for a summer 2023 state government records research internship. This paid internship, which will be completed 100% virtually with no travel required, will provide the selected candidate with experience researching the history of state government records management in Alabama.

The selected candidate will read scanned electronic documents from the ADAH's administrative files which detail interactions between the ADAH and other state agencies, district attorneys' offices, public colleges and universities, and the Administrative Office of the Courts. The candidate will review correspondence, memoranda, contextual information (such as newspaper articles), policies and procedures, and permanent records transmittal forms. The research will be used to compile key events, people, and dates in the history of interactions between the ADAH and other state-level institutions. The candidate will synthesize compiled information with original research to gain a detailed understanding of the ADAH's role in state government. Information will be summarized in written reports, consistent with similar reports prepared by previous ADAH interns, which staff can reference when seeking to understand past interagency events. Records Management staff will provide professional training and supervision. Students studying English composition, library science, history, public history, public administration, political science, or related topics are encouraged to apply. Applicants for this internship will be required to complete a writing assignment to be considered for an interview.

Duration: May – August 2023

Academic Level: Undergraduate and/or Graduate Student

Location: Virtual

Hours: Up to 32 hours weekly

Schedule: Flexible

HOW TO APPLY

To apply for the internship, submit an ADAH Summer Internship [cover sheet](#), [state application form](#), resume, cover letter, unofficial transcript, and reference letter by a professor or academic advisor by **March 1, 2023**. All paperwork should be sent to Krystle Scott at krystlem.scott@archives.alabama.gov OR to the Alabama Department of Archives and History, Attention: Krystle Scott, P.O. Box 300100, Montgomery, AL, 36130.

Application form: <https://personnel.alabama.gov/Downloads/StateApp.pdf>

Internship cover sheet: https://archives.alabama.gov/about/docs/internship_cover_sheet.pdf